

United States Government

Department of Energy

Oak Ridge Operations Office

memorandum

DATE: December 10, 2002

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR DECEMBER 4, 2002**

TO: All ORO Employees

On December 4, 2002, at 4:25 p.m., supervisors were authorized to dismiss employees who were concerned about weather-related travel conditions. Employees who left the workplace at or after 4:25 p.m. should be charged with Administrative Leave Due to Weather (Code 061) through the end of their work schedule for this date. Employees who left the workplace prior to 4:25 p.m., and before their scheduled departure time, should be charged with an appropriate leave category from the time of departure until the end of their work schedule for this date. Employees who were on scheduled leave must be charged with the appropriate leave category for the entire day.

If you have questions concerning approval of leave, please contact your Human Resources Specialist.



Melanie M. Kent, Chief
Personnel and Management
Analysis Branch